

10 March 1981

Historical Data and Properties

HISTORICAL ACTIVITY REPORTS

This regulation sets up the squadron historical reporting program and gives guidance for reporting information needed to produce correct histories for the unit and HQ ESC. It applies to personnel assigned to the 6924ESS.

1. Definition. The unit history (RCS: USS-HO (SA)6901) is a semiannual published record of the activities of the 6924th Electronic Security Squadron. The history covers all unit duties and includes areas such as organization, mission, tasking, collecting, processing, reporting, projects, training, and other activities relating to the unit's mission.

2. Responsibilities:

a. The unit historian enforces the provisions of this regulation.

b. Each office provides information necessary for the collection of the unit history by suspense dates set by this regulation.

3. Access to Material. Personnel assigned to the 6924th Electronic Security Squadron Historian (HO) duty must have a security clearance at the level of the highest classification of unit mission activities, and have access to all information to write a true and complete history. HO has direct contact with all offices and personnel to gather information for the history.

4. Procedures:

a. The historian will:

(1) Manage the unit program.

(2) Perform staff supervision of the program and aid offices in preparing their inputs.

(3) Ensure that all offices are aware of the suspense date for their inputs.

(4) Compile and check all inputs for the history quarterly.

(5) Compose parts of the history which deal with the unit as a whole; for example, organization, mission, and so forth.

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- (6) Prepare RCS: USS-HO (SA) 6901 and send it to HQ ESC/HO.
- (7) Keep files on all unit histories and supporting or source documents.
- (8) Distribute source material back to the beginning section.

b. DA provides reproduction, hole-punch, and collation support for the unit history.

c. Each Branch (DO, SP, LG, ACB, DA, CCF/CCQ) and Section (DOA, DOO, DOV, DOT/DOU, DO-Admin, DOFA, DOFB, DOFC, DOFD) will:

(1) Name at least one historical monitor to prepare branch and section inputs and send them to HO each quarter. Provide the names in writing to the unit historian (HO). The historical monitor should have been in the branch or section for the full historical period and have a good overall knowledge of the branch or section activities for that time. The monitor will:

(a) Keep a log of all significant items and events in the branch or section's jurisdiction for the period.

(b) Write the branch or section quarterly input according to paragraph 5.

(c) Send the input to HO as follows:

<u>PERIOD COVERED</u>	<u>DATE DUE</u>
1 January - 31 March	30 April
1 April - 30 June	31 July
1 July - 30 September	31 October
1 October - 31 December	31 January

(2) Provide typing and administrative help to HO in the final preparation of the history.

5. History Inputs:

a. Comments. Inputs must have a full and interpretive account of significant activities of the branch or section.

b. Emphasis. Include all events or conditions which change or influence the Squadron's ability to fulfill its mission. Give in-depth coverage (who, what, when, where, how, and why) to all items of an operational nature. To enhance objectivity, do not avoid disputable issues. Place special emphasis on the reasons for significant plans, recommendations, decisions, problem areas, accomplishments, and failures.

c. **Style.** Divide the input into parts to deal with each duty or area. Write the inputs in narrative form and in chronological order. Write with direct and dignified language; use past tense. Use charts, tables, graphs, and diagrams when they show data more effectively.

d. **Support Documents.** Each item must contain references to the source of the information. List all supporting documentation. For example: tasking messages, trip reports, favorable communications, and so forth, on a separate page in the order it was referenced, and attach a good copy or a "certified true copy" of each document.

6. Classification and Storage:

- a. Classify all RCS: USS-HO (SA) 6901 histories according to USAFINTEL 201-6.
- b. DOU provides enough space to protect and store the history.

7. Use of Histories:

a. Each monitor uses the history kept in DOU to assist them in preparing future inputs.

b. Supervisors and key personnel should use the histories to orient new personnel and as a source of background information to manage, plan and ensure follow-up on previous items.

FOR THE COMMANDER

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